

D&E Departmental Policies

NUMBER	SUBJECT	EFFECTIVE DATE	REVIEW DATE
D&E-1	Bureau of Design and Environment Manual	2/23/2016	2/23/2021
D&E-2	Standard Specifications for Road and Bridge Construction	7/8/2015	7/8/2020
D&E-3	Highway Standards Book	3/24/2014	3/24/2019
D&E-4	Cost Estimates Manual for Highway and Street Construction	2/3/2015	2/3/2020
D&E-5	Coded Pay Items Book	9/15/2015	9/15/2020
D&E-6	Highway Traffic Noise Assessment Manual	3/29/2017	3/29/2022
D&E-7	Community Impact Assessment Manual	3/13/2017	3/17/2022
D&E-8	Ecological and Natural Resources Manual	<i>Rescinded 8/14/2014</i>	<i>Rescinded 8/14/2014</i>
D&E-9	Carbon Monoxide Screen for Intersection Modeling Air Quality Manual	3/6/2017	3/6/2022
D&E-10	Water Quality Manual	<i>Rescinded 2/9/2017</i>	<i>Rescinded 2/9/2017</i>
D&E-11	Identifying and Responding to Regulated Substances in Highway Project Development	5/12/2014	5/12/2019
D&E-12	Preservation of Archaeological and Other Objects of Antiquity	3/13/2017	3/13/2022
D&E-13	Evaluation of Bids Received for Highway Construction Projects	3/9/2017	3/9/2022
D&E-14	Participation in the Cost of Utility Adjustments	7/22/2014	7/22/2019
D&E-15	Removal of Orphan Underground Storage Tanks	3/6/2017	3/6/2022
<i>D&E-16 (Now BBS-14)</i>	<i>Please see BBS-14: Computer-Aided Design Drafting (as of 5/15/2013)</i>	<i>Document owner changed</i>	<i>Document owner changed</i>
D&E-17	Processing Access Control Revisions for Expressways and Freeways on the State Highway System	2/3/2015	2/3/2020
D&E-18	Preservation and Replacement of Trees	3/4/2014	3/4/2019
D&E-19	Follow-through on Project Commitments	6/17/2014	6/17/2019

D&E Departmental Policies

NUMBER	SUBJECT	EFFECTIVE DATE	REVIEW DATE
D&E-20	Contacting the Corps of Engineers for Dredging, Filling, and Other Work in Waters of the United States	3/13/2017	3/13/2022
D&E-21	Context Sensitive Solutions	3/6/2017	3/6/2022
D&E-22	Mandatory Pre-Bid Conferences	<i>Rescinded 10/15/12</i>	<i>Rescinded 10/15/12</i>
D&E-23	Erosion and Sediment Control Training	2/25/2016	2/25/2021
D&E-24	Qualifying Geometrics Engineers for Approval Authority	<i>Rescinded 1/27/2017</i>	<i>Rescinded 1/27/2017</i>
D&E-25	Americans with Disabilities Act (ADA) Transition Plan	10/30/2013	10/30/2018
D&E-26	Administrative Procedures Relating to Major State Border Bridges	3/7/2017	3/7/2022
D&E-27	Contract Letting Information	1/27/2017	1/27/2022
D&E-28	Legal Sufficiency Review of Environmental Documents (Formerly Order 6-4)	6/30/2016	6/30/2021
D&E-29	Computer Aided Design, Drafting, Modeling, and Deliverables Manual	4/27/2017	4/27/2022



Illinois Department of Transportation

Departmental Policies

D&E-01

Effective Date: February 23, 2016
Scheduled Review Date: February 23, 2021

BUREAU OF DESIGN AND ENVIRONMENT MANUAL

1. POLICY

It is the policy of the Department of Transportation to publish and maintain a manual which establishes uniform policies and procedures for the location, design, and environmental evaluation of highway construction and reconstruction type projects on the State Highway System. The title of the Manual is the [Bureau of Design and Environment Manual \(BDE Manual\)](#).

2. PERSONS AFFECTED

Office of Program Development
Office of Highways Project Implementation

3. PURPOSE

The purpose of this policy is to compile the policies and procedures which govern project location, design, and environmental evaluation into one comprehensive manual.

4. GUIDELINES FOR IMPLEMENTATION

The policies and procedures contained in the [BDE Manual](#) are effective on the date they are transmitted to manual holders unless otherwise noted in the transmittal memorandum. The [BDE Manual](#) is intended to apply primarily to the State Highway System and provides detailed requirements on such subjects as:

- a. Administration and Procedures
- b. Project Development
- c. Environmental Procedures
- d. Roadway Design Elements
- e. Design of Highway Types
- f. Other Highway Design Elements
- g. Plans and Contracts
- h. Procedure Memoranda

5. RESPONSIBILITIES

The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy and the associated [BDE Manual](#). All projects on the State Highway System developed by the District Offices or other agencies shall be in compliance with this policy and the [BDE Manual](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- added Persons Affected section,
- updated office names to reflect the new organization chart,
- removed signature block, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-1: Bureau of Design and Environment Manual,
Effective: October 16, 2010

Signatures: On File



Illinois Department of Transportation

Departmental Policies

D&E-02

Effective Date: July 8, 2015
Scheduled Review Date: July 8, 2020

STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

1. POLICY

It is the policy of the Department of Transportation to set standards for the performance of road and bridge construction.

2. PERSONS AFFECTED

This policy affects the Division of Highways.

3. PURPOSE

The purpose of this policy is to provide for the publication of a book prescribing the Standard Specifications for Road and Bridge Construction.

4. GUIDELINES FOR IMPLEMENTATION

The book outlines the general requirements and covenants applicable to all highway construction improvements as well as provisions relating to materials, equipment, and construction requirements for individual items of work (as defined in the book) on road and bridge construction projects awarded by the department.

The book provides detailed requirements on such subjects as:

- A. General Requirements and Covenants
- B. Earthwork, Landscaping, and Erosion Control
- C. Subgrades, Subbases, and Base Courses
- D. Surface Courses, Pavements, Rehabilitation, and Shoulders
- E. Structures
- F. Incidental Construction
- G. Work Zone Traffic Control and Protection, Signing, and Pavement Marking
- H. Electrical Requirements
- I. Materials
- J. Equipment

5. RESPONSIBILITIES

The **Division of Highways** and its **Regional Offices** shall implement the standards published in the book accompanying this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- The addition of the Persons Affected section,
- removal of signature line, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Division of Highways.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-2: Standard Specifications for Road and Bridge Construction, Effective: May 25, 2011

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-3

Effective Date: February 21, 2017
Scheduled Review Date: February 21, 2022

HIGHWAY STANDARDS

1. POLICY

It is the policy of the Department of Transportation to issue the [Highway Standards](#) governing the design and construction of state highways.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to establish and compile the standards used in the design and construction of state highways into one comprehensive set of drawings.

4. GUIDELINES FOR IMPLEMENTATION

The [Highway Standards](#) shall provide design standards on such subjects as:

- A. Earthwork and Erosion Control
- B. Subgrades, Subbases, and Base Courses
- C. Pavement, Rehabilitation and Shoulders
- D. Bridges and Culverts
- E. Drainage
- F. Safety
- G. Fencing, Markers and Miscellaneous
- H. Traffic Control
- I. Signing
- J. Pavement Marking
- K. Electrical
- L. Local Roads

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** shall be responsible for preparing and updating this policy and the associated [Highway Standards](#).

- B.** The **Districts** and **bureaus under the Offices of Highways Project Implementation and Program Development** are responsible for implementing the information in the [Highway Standards](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart,
- deleted "Signature: On File" line under Closing Notice.

Archived version of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-3, Highway Standards
Effective: March 24, 2014



Illinois Department of Transportation

Departmental Policies

D&E-4

Effective Date: February 21, 2017
Scheduled Review Date: February 21, 2022

ESTIMATES MANUAL

1. POLICY

It is the policy of the Department of Transportation to maintain a manual for estimating cost for highway and bridge construction contracts. The information in the Estimates Manual shall be confidential and only for internal departmental use.

2. PERSONS AFFECTED

Office of Highways Program Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to provide an Estimates Manual to ensure a uniform method of estimating unit costs throughout the department.

4. GUIDELINES FOR IMPLEMENTATION

- A. The Estimates Manual shall serve as the guide manual for cost estimating.
- B. The data in the manual shall be based upon average conditions with special consideration given to individual roadway pay items.
- C. The data in the manual will use a surcharge factor which will enable unit costs to fluctuate due to stage construction, city work, small or large quantities, traffic, seasonal work, completion time, local restrictions, business conditions, and other unusual conditions. The use of man-hour factors allows fluctuations in wage rates without a revision to the data.
- D. The Illinois Department of Transportation will prepare and use this manual internally. It is not to be distributed outside the department.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** shall be responsible for preparing and updating this policy and the associated Estimates Manual.
- B. The **Districts and bureaus under the Offices of Highways Project Implementation and Program Development** are responsible for compliance with the provisions of this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Updated title of policy,
- updated office names to reflect the new organization chart,
- made editorial changes in the Policy and Guidelines for Implementation paragraphs,
- added paragraph explaining the Bureau of Design and Environment's role under the Responsibilities section, and
- deleted "Signatures: On File" line under Closing Notice.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-4: Cost Estimates for Highway and Street Construction.
Effective: February 2, 2005



Illinois Department of Transportation

Departmental Policies

D&E-05

Effective Date: February 21, 2017
Scheduled Review Date: February 21, 2022

CODED PAY ITEMS INFORMATION

1. POLICY

It is the policy of the Department of Transportation to publish and maintain information on [Coded Pay Items](#) in reference to the [Standard Specifications for Road and Bridge Construction](#) and [Supplemental Specifications and Recurring Special Provisions](#).

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to describe the content and use of the [Coded Pay Items](#) information and the responsibilities associated with its implementation and maintenance.

4. GUIDELINES FOR IMPLEMENTATION

The [Coded Pay Items](#) shall include information (pay item description and pay code) for all pay items used in computerized billing and payoff.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** will be responsible for preparing and updating this policy and the associated [Coded Pay Items](#) information.
- B. The **Office of Program Development** and **Office of Highways Project Implementation** are responsible for the proper use and application of the [Coded Pay Items](#) information.

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart.
- deleted "Signature: On File" line under Closing Note.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment. The [Coded Pay Items](#) information is available via the IDOT Internet Site.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-5: Coded Pay Items Information,
Effective: September 11, 2015



Illinois Department of Transportation

Departmental Policies

D&E-06

Effective Date: March 29, 2017
Scheduled Review Date: March 29, 2022

HIGHWAY TRAFFIC NOISE ASSESSMENT MANUAL

1. POLICY

The Bureau of Design and Environment shall publish and maintain a [Highway Traffic Noise Assessment Manual](#) that shall be used as a basis for preparing noise analyses required for Environmental Impact Statements, Environmental Assessments, and other environmental documents and studies for projects on the State Highway System.

2. PERSONS AFFECTED

Office of Highways Project implementation
Office of Program Development

3. PURPOSE

This policy is issued in order to ensure studies and reports on traffic noise prepared by or for the department are consistent with existing laws and regulations and are technically accurate and sufficient.

The manual:

- describes techniques and procedures for analyzing and reporting potential traffic noise impacts;
- describes noise barriers and other abatement measures that can be evaluated for project designs to potentially mitigate traffic noise impacts;
- describes obtaining the viewpoints of benefited receptors for noise barriers that are feasible and reasonable; and,
- includes notes, references, and examples to aid in the study of traffic noise for the presentation of study results in environmental documents.

4. GUIDELINES FOR IMPLEMENTATION

The procedures and information contained in the [Highway Traffic Noise Assessment Manual](#) are intended to apply to all Environmental Impact Statements, Environmental

Assessments, and other environmental documents regarding traffic noise prepared by or for the department.

5. RESPONSIBILITIES

The **Bureau of Design & Environment** is responsible for preparing and maintaining this policy memorandum and the associated manual. Studies regarding traffic noise prepared by or for the department shall conform to this policy memorandum and the contents of the [*Highway Traffic Noise Assessment Manual*](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- added the “Persons Affected” section,
- deleted “Accessibility” section,
- added “Revision History” section,
- removed the signature block, and
- made minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-6: Highway Traffic Noise Assessment Manual,
Effective: June 29, 2011



Illinois Department of Transportation

Departmental Policies

D&E-7

Effective Date: March 13, 2017
Scheduled Review Date: March 13, 2022

COMMUNITY IMPACT ASSESSMENT MANUAL

1. POLICY

It is the policy of the Department of Transportation to publish and maintain a [Community Impact Assessment Manual](#) (previously called Socio-Economic Impact Assessment Manual) to be used in preparing the community/socio-economic portions of Environmental Impact Statements and other environmental documents and studies for projects on the State Highway System.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to ensure community/socio- economic portions of Environmental Impact Statements and other environmental documents prepared for State Highway System projects are consistent with Federal and State laws and regulations and are technically accurate and sufficient.

The manual:

- provides a description of the primary, secondary, and long-term community effects which may occur as a result of a transportation project;
- specifies methods, techniques, and data requirements for conducting a community impact assessment;
- describes procedures for presenting the results of the community impact assessment in environmental documents; and
- discusses measures available to mitigate potential impacts.

4. GUIDELINES FOR IMPLEMENTATION

The procedures contained in the [Community Impact Assessment Manual](#) are effective on the date they are published on the department's intranet and internet website unless otherwise noted in the transmittal memorandum. The manual is intended to apply to all Environmental Impact Statements and other environmental documents prepared by or for the department for projects on the State Highway System.

5. RESPONSIBILITIES

The **Bureau of Design & Environment** is responsible for preparing and maintaining this policy and the associated manual. Community impact studies prepared by or for the department shall conform to this policy and the contents of the [Community Impact Assessment Manual](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart, and
- deleted "Signature: On File" line under the Closing Notice.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-07: Community Impact Assessment Manual,
Effective: October 27, 2015

D&E-8 Ecological and
Natural Resources Manual
Policy

Rescinded 8/4/2014



Illinois Department of Transportation

Departmental Policies

D&E-9

Effective Date: March 6, 2017
Scheduled Review Date: March 6, 2022

CARBON MONOXIDE SCREEN FOR INTERSECTION MODELING AIR QUALITY MANUAL

1. POLICY

The Bureau of Design and Environment shall publish and maintain an air quality manual which shall be used as a basis for the preparation of carbon monoxide air quality analyses. The results of these analyses must be reported in environmental documents and studies for transportation-related highway improvement projects.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

This policy is issued in order to ensure that micro-scale carbon monoxide analyses prepared by or for the department are consistent with existing guidance and are technically accurate and sufficient.

The manual:

- describes the Carbon Monoxide Screen for Intersection Model (COSIM), Version 4.0 used for carbon monoxide analysis;
- describes required inputs and procedures for analyzing and reporting carbon monoxide impacts from proposed projects; and,
- provides worksheets for completing a COSIM analysis.

4. GUIDELINES FOR IMPLEMENTATION

The procedures contained in the [Carbon Monoxide Screen for Intersection Modeling Air Quality Manual](#) are effective on the date noted in this transmittal memorandum. The procedures and information contained in the manual are intended to be used in the preparation of carbon monoxide analyses for environmental assessments, environmental impact statements or project reports.

5. RESPONSIBILITIES

The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy memorandum and the associated manual. Studies regarding carbon monoxide analyses prepared by or for the department shall conform to this policy memorandum and the contents of the [Carbon Monoxide Screen for Intersection Modeling Air Quality Manual](#).

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart, and
- deleted “Signature: On File” line under the Closing Notice.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: D&E-9: Carbon Monoxide Screen for Intersection Modeling Air Quality Manual, Effective: June 10, 2013

D&E-10 Water Quality
Manual
Policy

Rescinded 2/9/2017



Illinois Department of Transportation

Departmental Policies

D&E-11

Effective Date: May 12, 2014

Scheduled Review Date: May 12, 2019

IDENTIFYING AND RESPONDING TO REGULATED SUBSTANCES IN HIGHWAY PROJECT DEVELOPMENT

1. POLICY

It is the policy of the Department of Transportation to consider regulated substances in project development and to comply with applicable controls. These considerations, compliance actions, and related coordination shall be appropriately documented in project files and project review documents.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to ensure that measures for appropriate identification, evaluation, and response concerning regulated substances are integrated into the division's procedures for development and implementation of highway facility projects.

4. DEFINITIONS

Regulated substances, as defined in federal and state statutes, are subject to controls variously affecting their generation, storage, transport, and disposal, and associated record-keeping. ("Regulated substances" includes special waste and non-special waste. "Special waste" refers to industrial or pollution control waste and hazardous waste. "Non-special waste" refers to waste that formerly was classified as special but has been reclassified as solid waste. Petroleum-contaminated soil is an example of a non-special waste.)

Due care shall be exercised to determine whether regulated substances may be present on or located adjacent to property being considered for use for state highway project purposes. Acquisition of an interest in a site determined to contain regulated substances shall be avoided unless the risks and liabilities of such acquisition can be justified.

Where regulated substances are located on property acquired or otherwise under state control for state highway project purposes, or where such substances are generated as a result of project actions, treatment of the substances shall conform to current legal and regulatory requirements.

Where other parties are responsible under the law for regulated substances on property under state control for state highway project purposes, or on properties to be acquired for highway purposes, all available avenues shall be considered for recovering costs from such parties for assessment and remediation of the substances.

5. GUIDELINES FOR IMPLEMENTATION

Affected offices of the division shall develop and implement in a timely manner appropriate policies, procedures, and guidance to respond to legal and regulatory requirements and identified concerns of the division regarding regulated substances and their potential impact on proposed highway projects. To promote consistency and compatibility between these directives, all such policies, procedures, and guidance shall be coordinated with each bureau of the division and with the Office of Chief Counsel for the department prior to issuance.

In developing policies, procedures, and guidance pursuant to this policy, offices of the division shall be guided by the following objectives/responsibilities for each of the phases of project development.

A. Project Planning

The division's procedures for project planning shall include appropriate measures for early evaluation of the potential for regulated substances on properties under consideration for state highway project use. Measures also shall be included to provide for further investigation and coordination as necessary to confirm the presence or absence of such substances, to ascertain the extent and severity of any contamination present, and to determine methodology and costs for remediation. Remediation procedures shall include "risk-based" approaches as available under applicable regulations. ("Risk-based" approaches are those in which the potential for contact with regulated substances is considered, taking into account site conditions and land use, and the corrective action taken to protect human health is designed accordingly.)

Procedures shall provide for integrating the results of these evaluations and investigations in the project decision-making process (including documentation in project files and environmental documents) and for coordination with affected agencies and other interested parties. Such procedures also shall provide for informing land acquisition, design, and construction personnel of any special considerations relating to regulated substances requiring attention in later phases of project development, implementation, or operation. Such considerations could include, but would not be limited to, site remediation plans, or information concerning sites in which contamination will be left in place under a risk-based approach, subject to agreements addressing responsibilities in the event that remediation of the contamination is necessary in the future.

B. Design

The division's design procedures shall include appropriate measures to provide for development of specifications and contract provisions, as necessary, to ensure appropriate treatment of any regulated substances generated by project actions and to ensure proper follow-through on testing and remediation plans developed by

the division for sites containing regulated substances. In addition, provisions shall be made for accomplishing testing and, if necessary, developing a plan for remediation and associated coordination of potential regulated substances sites discovered during the design stage (e.g., during soils testing).

The division's design procedures also shall include appropriate provisions for maintaining prequalification criteria and procedures for consultant services dealing with regulated substances.

C. Land Acquisition

The division's procedures for land acquisition shall include provisions for addressing sites containing regulated substances. Such provisions shall address testing and, if necessary, remediation and associated coordination for sites identified as possible problem locations during the land acquisition phase. Provisions also shall be made for considering the effects of testing and remediation costs on the market value of property required for highway projects and for ensuring that any special considerations relating to contaminated sites are communicated to those having later project involvements.

D. Construction

The division's construction procedures shall include measures to provide for appropriate response (e.g., testing, disposal, remediation) for regulated substances discovered during construction or generated by project actions and not previously addressed. Measures also shall be established to ensure proper follow-through, including proper coordination, on any commitments or special considerations identified during planning, design, or land acquisition relating to regulated substances (e.g., remediation plans and appropriate steps to initiate recovery of testing and remediation costs).

The division's construction procedures also shall include appropriate provisions for maintaining prequalification criteria and procedures for remediation contractors.

6. RESPONSIBILITIES

The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

The **Division of Highways** is responsible for implementing the portions of this policy that affect their operations.

7. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section added,
- Definitions header was added for text originally in Policy section,
- Minor editorial changes and updates, and
- Approval signature removed from policy

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-11: Identifying and Responding to Regulated Substances in Highway Project Development
Effective: March 1, 2001

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-12

Effective Date: March 13, 2017
Scheduled Review Date: March 13, 2022

PRESERVATION OF ARCHAEOLOGICAL & OTHER OBJECTS OF ANTIQUITY

1. POLICY

It is the policy of the Department of Transportation to encourage and to assist in the preservation of archaeological and other objects of antiquity that are of scientific significance and inspiration value.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to state the responsibilities of department personnel concerning preservation of archaeological resources and to provide guidelines for the implementation of such policy.

4. GUIDELINES FOR IMPLEMENTATION

- A.** Where applicable, Illinois laws relating to the protection and preservation of archaeological and historical resources are to be diligently observed. These laws include the [Illinois Historic Preservation Act](#), 20 ILCS 3410/1 et seq. and the [Archaeological and Paleontological Resources Protection Act](#), 20 ILCS 3435/.01 et seq.
- B.** The department will cooperate with the Federal Government in implementing the provision of: [Title 23 U.S.C. 305](#), regarding archaeological and paleontological salvage in federal-aid highway construction; [Title 16 U.S.C. 469](#) through [470 AA-11](#), which concern protection of historical and archeological resources affected by actions of the federal government.
- C.** Preference will be given to the preservation of important archaeological resources and other important objects of antiquity. Unless it is determined that such preference would not be prudent nor feasible, in which case mitigation measures will be implemented to provide for the excavation and removal of the resources or the recording of data regarding the resource, or both, prior to normal construction activity, whenever practicable.

- D. Whenever archaeological resources or other objects of antiquity subject to protection under federal or state statutes are encountered in the project planning stage and it is further removed, consideration will be given to possible alternate project location.
- E. If excavation and removal cannot be completed prior to the letting of a construction contract, the location of the resource site shall be shown on the project plans and the proposed salvage work shall be described in the special provisions of the construction contract.
- F. Field engineers should be alert to the discovery of archaeological and paleontological resources during construction. When construction is in progress at the time of discovery, the provisions of the department's [Standard Specifications for Road and Bridge Construction](#), Article 107.21, pertaining to Protection and Preservation of Aboriginal Records and Antiquities will apply.
- G. Payment for archaeological and salvage work may be authorized on an extra work order under the provisions of the [Standard Specifications for Road and Bridge Construction](#), Article 109.04, pertaining to Payment for Extra Work.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. All **Districts and Central Bureaus** are responsible for implementing the portions of this policy that affect their operations.

6. REVISION HISTORY

Changes to this order included in this version include:

- updated office names to reflect the new organization chart, and
- deleted "Signature: On file" line under Closing Notice.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment

CLOSING NOTICE

Supersedes: Departmental Policy D&E-12, Preservation of Archaeological and Other Objects of Antiquity, Effective: May 26, 2015



Illinois Department of Transportation

Departmental Policies

D&E-13

Effective Date: March 9, 2017
Scheduled Review Date: March 9, 2022

EVALUATION OF BIDS RECEIVED FOR HIGHWAY CONSTRUCTION PROJECTS

1. POLICY

It is the policy of the Department of Transportation to promptly evaluate all bids received for highway construction projects and award contracts to the lowest responsive responsible bidder. Written records shall be maintained of all actions pertaining to the evaluation of bids and award of contracts or rejection of bids.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to establish procedures which will ensure prompt evaluation of bids received for highway construction projects and timely awarding of contracts to the lowest responsive responsible bidder. This policy is also intended to ensure appropriate written records are maintained concerning actions taken on the evaluation of bids and the awarding of contracts.

4. GUIDELINES FOR IMPLEMENTATION

- A. After bids have been read, tabulated, and evaluated, a written recommendation shall be submitted to the Secretary for approval.
- B. The recommendations shall be submitted in memorandum form and shall outline the reasons for each recommended action on a project-by-project basis. The memorandum shall provide space for the Secretary's written approval of the recommended action.
- C. The Secretary will be requested to indicate approval by signing and returning the memorandum or send a memorandum to the Director of the Office of Program Development outlining any questions or disapproval on a project-by-project basis stating reasons for actions in a timely manner.
- D. When questions are raised by the Secretary concerning action to be taken on a recommendation, the Bureau of Design and Environment shall promptly answer such questions by memorandum. After receiving such answers, the Secretary shall

advise the Director of the Office of Program Development of his or her decision by memorandum.

- E.** If it is determined a bid is to be rejected, a recommendation shall be submitted in memorandum form and shall outline the reasons. The memorandum shall provide space for the Director of the Office of Program Development written approval.
- F.** When a bid is determined to be awardable, yet concurrence from the responsible office has not been received, that bid will be placed on internal hold by the Bureau of Design and Environment.
- G.** Following a determination of the disposition of the bids on each project, letters of award or rejection shall be prepared by the Bureau of Design and Environment. Such letters will advise the lowest responsive responsible bidder of the department's action and shall bear the signature of the Secretary.
- H.** All memorandums and correspondence (including email) discussed in the preceding paragraphs under this section shall be filed in the department's files as official records.

5. RESPONSIBILITIES

- A.** The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B.** The **Office of Program Development** and the **Office of Highways Project Implementation** are responsible for implementing this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart, and
- deleted "Signature: On file" line under the Closing Notice.

Archived versions of this policy may be obtained by contacting the central Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-13, Evaluation of Bids Received for Highway Construction Projects
Effective: June 17, 2014



Illinois Department of Transportation

Departmental Policies

D&E-14

Effective Date: July 22, 2014

Scheduled Review Date: July 22, 2019

PARTICIPATION IN THE COST OF UTILITY ADJUSTMENTS

1. POLICY

It is the policy of the Department of Transportation to participate in the cost of adjustments to utilities as governed by [605 ILCS 5/3-107](#), [Ill. Admin. Code Part 530.310](#), [23 CFR Part 645.107](#), and the Guidelines for Implementation set forth in Section 4 below.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to establish the basis for determining when utility adjustment costs associated with state highway projects are eligible for state reimbursement.

4. GUIDELINES FOR IMPLEMENTATION

In accordance with the governing authorities identified in Section 1, the costs of relocating or adjusting utilities in conjunction with state highway projects shall be eligible for state reimbursement only under the following circumstances:

- A. the utility involved has the right of occupancy in its existing location because it holds the fee, an easement, or other real property interest, the damaging or taking of which is compensable in eminent domain; or
- B. the utility is located on privately or publicly owned land. Is being relocated as an incident to the construction of a highway on the National System of Interstate and Defense Highways or any state highway constructed under the provisions of Section 3 of [30 ILCS 415/2](#) ("Transportation Bond Act").

5. RESPONSIBILITIES

- A. **Division of Highways district offices** and **central bureaus** are responsible for implementing the provisions of this policy affecting operations or policies under their jurisdiction.
- B. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

6. REVISION HISTORY

Changes to this policy made in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-14, Participation in the Cost of Utility Adjustments,
Effective: March 1, 2001

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-15

Effective Date: March 6, 2017
Scheduled Review Date: March 6, 2022

REMOVAL OF ORPHAN UNDERGROUND STORAGE TANKS

1. POLICY

It is the policy of the Department of Transportation to adhere to the guidelines set out by the Office of State Fire Marshall and the [Standard Specifications for Road and Bridge Construction](#) on the removal of orphan underground storage tanks.

When abandoned underground storage tanks (USTs) are found on highway right-of-way under the department's jurisdiction and responsibility for prior ownership of the USTs cannot be determined or assigned, the department generally shall remove these "orphan" USTs unless the circumstances support a determination in accordance with Section 3 of this policy that the USTs may remain in place.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to provide direction for determining when to remove abandoned USTs on highway right-of-way and when such "orphan" USTs may remain in place.

4. GUIDELINES FOR IMPLEMENTATION

Abandoned USTs can pose a hazard to the public because they often contain potentially harmful substances that may be released into the environment through leakage or disturbance of the UST. When abandoned USTs are found, the Office of State Fire Marshal generally will direct removal of the USTs unless circumstances make removal impractical (e.g., when the USTs are under a structure that would not otherwise have to be removed).

Removal or abandonment of an UST shall follow the Office of State Fire Marshall regulations (e.g., preparation of the UST removal permit) as well as the department's [Standard Specifications for Road and Bridge Construction](#) manual. Accordingly, when abandoned USTs are encountered on highway right-of-way under the department's jurisdiction, it is generally prudent for the department to voluntarily remove the USTs. When such USTs will impede construction, this is additional justification for removing

the USTs. If an UST is only partially on highway right-of-way under the department's jurisdiction, the department should also consider the need for temporary easement or other rights from adjacent landowners that would be affected by the UST removal.

There may be circumstances supporting a decision to abandon an UST in-place within highway right-of-way (e.g., when an UST is only partially within the right-of-way and is beneath pavement that otherwise would not need to be removed). The potential effect of the UST on current or anticipated future construction, the extent to which the UST encroaches on the right-of-way and the practicality of removing the UST, are factors to be carefully evaluated for each situation before deciding to abandon the UST in-place. To promote a consistent approach to these decisions, the factors described below in paragraph A through C. shall be considered and addressed as indicated in all cases involving abandoned USTs within highway right-of-way under the department's jurisdiction. The process for applying these factors is outlined in Figure 1 accompanying this policy.

- A.** If the UST will impede current or anticipated future construction, it should be removed. If it will not impede construction, consider the factors described in paragraphs b. and c., as appropriate.
- B.** If the UST is completely within the right-of-way under the department's jurisdiction, it should be removed.* If temporary rights are needed from adjacent properties to accommodate removal of the UST (e.g., if the width of the excavation hole will need to extend beyond the right-of-way limits) acquisition of such rights should be considered in the planning for the removal. If the UST is not completely within the right-of-way, consider the factor described in paragraph C.

*Case by case determinations may be made that an UST which otherwise would be removed may remain in-place if it does not impede construction and has been legally filled with inert material following the Office of State Fire Marshal regulations, so that it no longer poses a risk for release of regulated substances. These determinations shall be dependent upon verification from the Office of State Fire Marshal that the UST can be legally filled with inert material and is acceptable to be abandoned in-place.

- C.** Generally, if half or more of the UST is within the right-of-way, the UST should be removed* provided they can be taken out with minimal disturbance of existing pavement or other structures which otherwise would not have to be removed. The need for additional right-of-way or temporary easement from adjacent properties affected by the UST removal operation should be considered.

If less than half the UST is within the right-of-way under the department's jurisdiction or if removal would require more than minimal disturbance of existing pavement or other structures that otherwise would not need to be removed, consider abandoning the UST in place.

5. RESPONSIBILITIES

- A. **Office of Program Development** and **Office of Highways Project Implementation** are responsible for implementing the provisions of this policy affecting operations or policies under their jurisdiction.
- B. The **Bureau of Design and Environment** is responsible for preparing, updating, and distributing this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

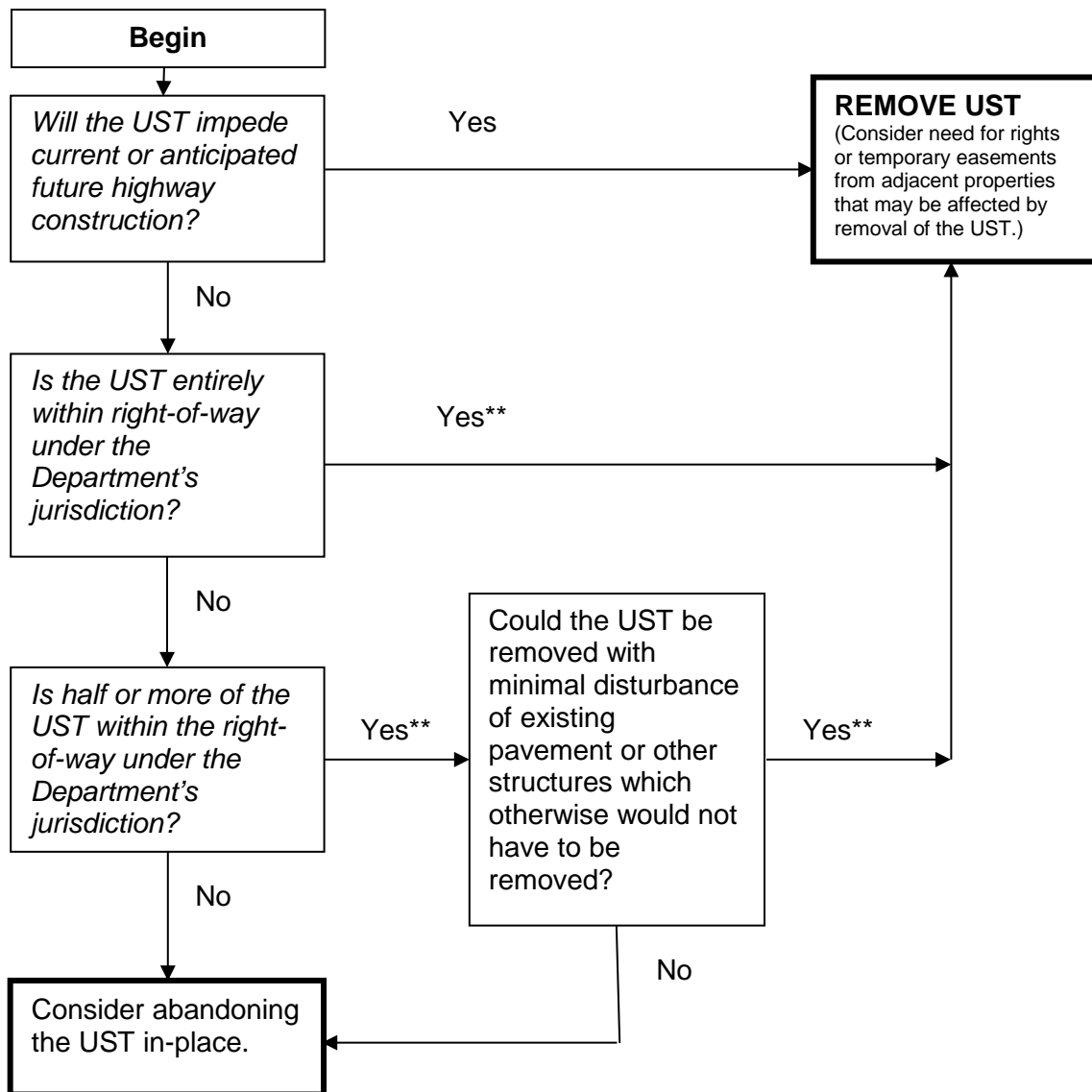
- updated office names to reflect the new organization chart,
- added references to the regulations of the Office of the State Fire Marshall, and
- minor editorial change in Figure 1.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-15, Removal of Orphan Underground Storage Tanks
Effective: June 1, 2014

Figure 1
Decision Process for Disposition of Orphan Tanks on
Highway Right-of-Way



** Case-by-case determinations may be made that a tank which otherwise would be removed may remain in-place if it does not impede construction and has been legally filled with inert material so that it no longer poses a risk for release of regulated substances. These determinations shall be dependent upon verification from the Office of State Fire Marshal that the tank can be legally filled with inert material and is acceptable to be abandoned in-place.

D&E-16: Computer-Aided Design Drafting: Electronic Data Transfer Standards has been replaced with Department Policy BBS-14: Computer-Aided Design Drafting (approved May 15, 2013) and can be viewed on the Policy and Research Library Site.



Illinois Department of Transportation

Departmental Policies

D&E-17

Effective: February 3, 2015
Scheduled Review Date: February 3, 2020

PROCESSING ACCESS CONTROL REVISIONS FOR EXPRESSWAYS AND FREEWAYS ON THE STATE HIGHWAY SYSTEM

1. POLICY

It is the policy of the Department of Transportation to process proposed revisions in the control of access for expressways or freeways on the State Highway System in accordance with the procedures contained in the "Guidelines for Implementation" section of this policy.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to describe the criteria for determining the appropriate central bureau responsible for processing certain access control revisions proposed on the State Highway System.

4. GUIDELINES FOR IMPLEMENTATION

- A. Generally, proposed revisions in the control of access along expressways and freeways on the State Highway System shall be reviewed and processed by the Central Bureau of Operations in accordance with 6-102.3 of its [Traffic Policies and Procedures Manual](#) except when:
 - 1. preparation of a Phase I Engineering Report is necessary, or
 - 2. construction funds are to be used in the action.
- B. When preparation of a Phase I Engineering Report is necessary or construction funds are to be used in a proposed action requiring access control revisions, the Bureau of Design and Environment shall review and process the proposed action.
- C. Projects that involve revision of a Freeway Order shall be handled by the appropriate central bureau to the stage where a Freeway Order revision is necessary. The Bureau of Design and Environment shall then process the revision of the Freeway Order.

- D. In some cases, assessments must be made of the environmental impacts of proposed access control revisions. The Bureau of Design and Environment shall develop guidance for the review and processing of such assessments.
- E. When there is uncertainty about which bureau should review and process the access control revision, the central Bureaus of Operations and Design and Environment will confer to determine the appropriate course of action.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. The central **Bureaus of Operations** and **Design and Environment** are primarily responsible for implementing this policy.
- C. The **district offices** are responsible for coordinating with the appropriate central bureau(s) in processing access control revisions.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-17: Processing Access Control Revisions for Freeways on the State Highway System
Effective: June 1, 2001

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-18

Effective Date: March 4, 2014
Scheduled Review Date: March 4, 2019

PRESERVATION AND REPLACEMENT OF TREES

1. POLICY

It is the policy of the Department of Transportation to recognize the important functions and values that trees contribute to the roadside environment (e.g., aesthetic/wildlife values, sight screening of objectionable views, windbreaks for open rural areas, shading for urban heat reduction, and air quality enhancement).

The department also recognizes that replacement of trees that are removed in association with highway projects contributes to enhancement of the roadside environment and the department's compliance with [605 ILCS 5/2-220](#) regarding forestation of certain IDOT-controlled property.

Accordingly, the department shall protect and preserve roadside trees along state highways to the fullest extent possible consistent with standards of highway safety. Where trees must be removed, the department shall pursue opportunities for providing replacement trees.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

This purpose of this policy is to provide direction to guide decision making regarding the management of trees in conjunction with the planning, design, construction, and maintenance of facilities on the state highway system.

4. GUIDELINES FOR IMPLEMENTATION

- A.** For the purpose of this policy, the term "tree" shall mean a woody perennial plant having a single main stem or trunk, the diameter of which is 6 inches or more at a point 4.5 feet above the highest ground level at the base of the tree. The term "tree" also shall include woody perennial plants having a single main stem or trunk of less than 6 inches in diameter when such plants have been intentionally planted for landscaping, environmental mitigation, or habitat preservation/enhancement.
- B.** For purposes of implementing this policy, clear zones for different highway types shall be defined in accordance with Parts IV and V of the [Bureau of Design and Environment Manual](#).

- C.** This policy does not apply to the removal of undesirable volunteer woody vegetation (e.g., around headwalls, in front of abutments, growing up through guardrails, along drainage ways, etc.) as a part of routine highway maintenance or vegetation that obstructs the visibility of conforming outdoor advertising signs (addressed in Operations Policy 5-700 “Management of Trees and Plants By Others”). This policy also does not apply to the removal of dead, diseased, or dying trees or removal of trees severely damaged by storms.
- D.** Preservation/Removal of Trees
1. In planning, designing, and constructing new highways, careful consideration shall be given to preserving trees in the selection of alignments, in the development of major design elements (e.g., median widths, drainage schemes), and in the determination of the extent of clearing required for construction.
 2. Where projects involve impacts to forests or wooded corridors along rivers and streams, decisions on preservation and removal of trees in those areas shall consider the results of any coordination and consultation conducted with regulatory and natural resource agencies pursuant to the National Environmental Policy Act, [Section 404](#) of the Clean Water Act, or other statutes, regulations, or agreements applicable to those resources.
 3. Where isolated trees or small groups of trees (i.e., not in forests or wooded riparian corridors) are considered for removal along existing highways, the accident history, location in relation to the applicable clear zone, health of the trees, and their functions and values shall be evaluated and considered in deciding whether the trees should be preserved or removed. Where trees were planted as components of a formal landscaping plan, the effect of potential tree removals on the landscaping plan also shall be carefully evaluated. A team within each district office including expertise in roadside safety, landscape architecture, and environmental impact analysis shall conduct these evaluations. An on-site inspection by the team should be a part of this process as necessary to accurately evaluate the factors to be considered. In identifying trees that may be subject to removal, careful consideration should be given to the potential for damage to root systems (e.g., from storm sewer construction) that could cause the loss of trees which would not otherwise require removal.
 4. Where specimen trees (e.g., those on the inventory of state record trees; those that are outstanding examples possessing exceptional size, form, etc.; or those having recognized historical significance) or trees that perform a special function, such as buffering between the highway and a natural area or nature preserve, are located within the clear zone, guardrail or other shielding shall be preferred as an alternative to removal of the trees.
 5. Healthy trees located outside of applicable clear zones should be preserved unless they require removal for appropriate management of the environmental qualities of the roadside (e.g., for selective thinning), cause a traffic sight-distance problem that cannot be corrected by selective pruning, have a documented, uncommon frequency of involvement in accidents, or must be removed due to necessary modifications of roadside ditches or other highway drainage facilities.

6. Where healthy trees outside of applicable clear zones are considered for removal for reasons other than those listed above, or where specimen trees or trees that perform a special function are considered for removal, an on-site inspection by the tree evaluation team shall be a part of the evaluation process.
7. For construction projects, information on the trees to be preserved and removed, and the reasons for removal, shall be included in the Phase I Engineering Report and project environmental documentation. The decisions on tree preservation and removal also shall be reflected in the project construction plans. Any commitments for preservation of specific trees shall be documented in the project construction plans and shall be communicated to the district operations bureau.
8. District offices are expected to discuss sensitive tree preservation and removal issues regarding construction projects at regularly scheduled project coordination meetings.
9. In situations where proposed tree removal has generated controversy with the public, governmental agencies, or other parties, the recommendations of the district office tree evaluation team shall be coordinated with the Bureau of Design and Environment and the Office of Public Affairs. In such situations, further contact with the Illinois Department of Natural Resources, adjacent landowners, and organizations interested in tree preservation issues may be appropriate to clarify concerns.

E. Replacement of Trees

1. For trees removed from forest areas or from wooded riparian corridors, the intent of replacement plantings should be to provide comparable functional replacement. Where comparable functional replacement cannot be achieved through replacement plantings within the right-of-way, consideration should be given to providing replacement plantings off the right-of-way. Decisions on the location, nature, and extent of replacement plantings for trees removed from these areas should be guided by the results of any coordination and consultation conducted with regulatory and natural resource agencies pursuant to the National Environmental Policy Act, [Section 404](#) of the Clean Water Act, or other statutes, regulations, or agreements applicable to those resources.
2. For replacement of isolated trees or small groups of trees (i.e., not in forests or wooded riparian corridors), replacement plantings should be provided within the right-of-way on the project involving the removals, to the extent practical. Where it is not practical to provide replacement plantings within the right-of-way on the project involving the removals, districts should consider opportunities for planting trees outside the right-of-way, on other projects, or in other highway locations, to achieve a long-term goal of providing at least as many replacement trees as the number removed. For these tree replacements, the team established for evaluating tree removals also shall identify and evaluate locations for providing replacement trees. The district's source of expertise in landscape architecture should have a primary role in determining the suitability of potential locations for the species to be planted. Decision making regarding tree planting shall be guided by the portions of the [Bureau of Design and Environment Manual](#) that address roadside safety and

landscape design, division procedures for complying with [605 ILCS 5/2-220](#), and the following considerations:

- a. If bare root or balled and burlapped trees are used for replacement plantings, a minimum ratio of 1:1 shall be used for the number of trees planted to the number of trees intended to be established. If seedlings are used, a minimum ratio of 3:1 shall be used for the number planted to the number of trees intended to be established.
- b. Replacement trees should be planted in suitable locations as close as practical to the removal site. In identifying suitable locations for replacement plantings, designated prairie planting areas or other sensitive environmental locations shall not be disrupted or otherwise adversely affected. Where locations are available for replacement tree planting in floodplains or along river and stream banks, use of these areas is encouraged to support state and federal goals for restoring and preserving natural and beneficial floodplain values and riparian habitats. Phase I engineering reports for highway projects involving tree removal shall discuss the availability of suitable locations for replacement tree planting along the project. Where replacement trees will be planted as a part of a construction project, information on planting locations should be included in the contract plans (with the understanding that, as necessary to accommodate actual field conditions, final planting locations may be determined and flagged by the landscape architect and/or resident engineer during construction).
- c. Replacement plantings shall be accomplished in conformance with the portions of the current [IDOT Standard Specifications for Road and Bridge Construction](#) applicable to the planting of trees. District offices shall be responsible for ensuring conformity and for ensuring that tree-planting decisions are accurately reflected in project plans.
- d. Where trees must be removed for state highway projects in urban areas, special sensitivity shall be accorded to the concerns of the community and affected residents in determining appropriate replacement. District offices should consider opportunities for acquiring planting easements or for furnishing trees or seedlings to local jurisdictions for planting outside of the right-of-way where there is insufficient area to allow replacement within the right-of-way.
- e. Decisions on the selection of tree species for replacement plantings shall be guided by Chapter 59 of the [Bureau of Design and Environment Manual](#) and the following, as applicable:
 - District tree lists and/or recommendations of district landscape architect
 - Local ordinances and tree lists and/or recommendations of municipal foresters or horticulturists

5. RESPONSIBILITY

- A. The **Bureau of Design and Environment** and **Bureau of Operations** shall provide appropriate technical guidance to assist tree evaluation teams in implementing this policy.
- B. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy. The **Division of Highways** is responsible for ensuring compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Approval signatures removed from this policy, and
- Minor editorial changes and formatting updates

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-18 Preservation and Replacement of Trees,
Effective: September 6, 2002

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-19

Effective Date: June 17, 2014
Scheduled Review Date: June 17, 2019

FOLLOW-THROUGH ON PROJECT COMMITMENTS

1. POLICY

It is the policy of the Department of Transportation that each Division of Highways district office shall maintain and implement procedures to provide for recording and tracking all commitments on highway projects to ensure follow-through for fulfillment at the appropriate point in project development, implementation, or operation. These district procedures shall also provide for notifying and coordinating with affected parties, as defined in this policy, prior to making a final decision on any proposed changes to those commitments. Central bureaus that make or alter project/contract commitments shall maintain and implement procedures that provide for conferring with the affected district regarding any such commitments and for furnishing written confirmation of the commitment to facilitate tracking and follow-through.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this policy is to promote awareness of commitments in all stages of project development, implementation, and operation and to direct the development of procedures that will ensure consistent recording, tracking, and follow-through on those commitments.

4. GUIDELINES FOR IMPLEMENTATION

A. Definitions

- (1) *Commitment* – For purposes of this policy, a commitment is a documented obligation or promise, made by a properly authorized representative of the department, for carrying out a specific action or actions affecting the planning, design, land acquisition, construction, or operation of a highway project. A commitment involves special consideration and action(s) beyond what is routinely required for project development/implementation. (If statements are included in Phase I documents to the effect that adverse impacts to wetlands or other sensitive resources will be avoided, minimized, or mitigated, it should be recognized that they create an obligation to take specific actions [i.e., to

follow-up on avoiding, minimizing, and mitigating impacts] and, therefore, should be treated as commitments.)

(2) *Parties Affected* – For purposes of this policy “parties affected” by commitment include the following:

- the entity or entities to which the commitment was made,
- entities that would be directly affected by a commitment or by changes in the commitment,
- the district or central bureau(s)/section(s)/person(s) that made the commitment, and
- the district or central bureau(s)/section(s) that will be responsible for fulfilling the commitment

B. Procedures

(1) *District Office.* Each district office shall maintain procedures to provide for documenting and tracking project commitments, coordinating any proposed changes in the commitments with the affected parties, and ensuring follow-through on the commitments at the appropriate point(s) in project development, implementation, or operation. The district commitment procedures shall address the minimum requirements described below.

(a) *Recording Commitments.* All district commitment procedures shall provide for maintaining a file/document for each project in which the district will accumulate all of the commitments affecting project planning, design, land acquisition, construction, or operations. As commitments are made in planning, design, property negotiations, or construction, they will be added to the cumulative commitments file/document. The file/document shall include information on the nature of each commitment, the date the commitment was made, and the parties affected by the commitment (see preceding definition).

(b) *Transferring and Reviewing Commitment Information.* The district procedures shall provide for conveying the commitment file/document with the other project information as it proceeds through planning, design, land acquisition and construction and on into the operations phase. Provisions shall be made to require that when commitments made in earlier phases will affect land acquisition, construction, or project operation, those commitments shall be noted or flagged in project agreements and contract documents. The procedures also should include provisions for reviewing the commitment information on an ongoing basis at key points in project development and implementation (e.g., at the beginning of planning and prior to commencing each subsequent phase of the project).

The procedures should ensure that representatives from the district and central bureaus/sections responsible for making the commitments and those bureaus responsible for fulfilling them, including the district Operations Bureau, when appropriate have an opportunity to be involved in these reviews.

The procedures should reflect that the preconstruction conference will be a key point for reviewing commitment information to ensure awareness and understanding of any special considerations affecting construction and to emphasize the importance of follow-through as construction proceeds. Commitments procedures should ensure that district bureaus involved in making commitments on State highway projects are invited to attend preconstruction conferences to clarify the nature and intent of any commitments that have been made for the project. Commitment procedures should specifically provide that when additional commitments are made during the property negotiation process, representatives of the district Land Acquisition Bureau/Section will be invited to attend the preconstruction conference.

- (c) *Addressing Proposed Changes to Previous Commitments.* District commitment procedures shall include provisions to ensure that if, at any point in project development, implementation, or operation an earlier commitment will be affected by subsequent project decisions or commitments, the affected parties, defined in this policy, will be notified and their comments will be considered prior to making a final decision on the action affecting the earlier commitment. The procedures also shall provide for documenting in the project commitment file/document, the results of the coordination with affected parties and the ultimate decision on the proposed changes to previous commitments.
- (2) *Central Office.* Central bureaus that make or alter project/contract commitments shall ensure that they have procedures in place to provide for conferring with the affected district and other parties regarding new commitments or changes to commitments that the central bureau initiates. In addition, the central bureau procedures shall provide for sending the district written confirmation of any such new or altered commitment to facilitate inclusion in the district's commitments process for tracking and follow-through.

5. RESPONSIBILITIES

- A. **Division of Highways district offices and central bureaus** are responsible for implementing and ensuring compliance with the provisions of this policy affecting operations or policies under their jurisdiction.
- B. The **Bureau of Design and Environment** is responsible for preparing, updating, and distributing this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- Persons Affected section was added,
- signature block was removed, and
- minor editorial changes and formatting updates.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-19: Follow-Through on Project Commitments
Effective: October 1, 2002

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E-20

Effective Date: March 13, 2017
Scheduled Review Date: March 13, 2022

CONTACTING THE CORPS OF ENGINEERS FOR DREDGING, FILLING, AND OTHER WORK IN WATERS OF THE UNITED STATES

1. POLICY

It is the policy of the Department of Transportation to contact the U.S. Army Corps of Engineers prior to beginning any dredging, filling, or other work in waters of the United States, as those waters are defined in the Corps of Engineers regulations at [33 CFR Part 328.3\(a\)](#).

This policy and the guidelines which follow shall apply to all State highway projects that involve Federal or State funds, and to Federal-assisted and/or State-awarded local projects administered through IDOT, except that those responsibilities assigned to the districts will be exercised by the local agency developing the project. Costs associated with application of the policy will accrue to the owner agency, unless otherwise resolved in the joint agreement covering the work.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to describe the requirements for contacting the Corps of Engineers prior to undertaking dredging, filling, or other work in waters of the United States.

4. GUIDELINES FOR IMPLEMENTATION

- A. General. Prior to undertaking any work or project involving (1) the discharge of dredged or fill material into waters of the United States, or (2) the excavation, filling, altering, or modifying, in any manner, the course, location, condition or capacity of the channel of any navigable water of the United State or of any port, roadstead, haven, canal, lake, harbor, or refuge, or enclosures within the limits of any breakwater, the affected districts shall confer with the appropriate Corps of Engineers district office on the appropriate course of action and the type of authorization required.

- B.** Non-Emergency. For non-emergency situations, before-the-fact permits as required by Section 404 of the Clean Water Act ([33 USC 1344](#)) and Section 10 of the Rivers and Harbors Act of 1899 ([33 USC 403](#)) shall be obtained.

For work permitted by a nationwide permit or regional permit, the appropriate Corps of Engineers district office shall be notified in advance of undertaking the action. For use of nationwide or regional permits that the Corps of Engineers has made subject to specific requirement for notification (e.g., the “Notification” general condition of the nationwide permit program), the notification must confirm to the stipulated requirements. For use of permits that are not subject to specific notification requirements, the notification shall be provided via a letter or other correspondence to the appropriate Corps of Engineers district office informing them of the action and indicating the proposed permit category. [Informational copies of notification submittals to the Corps of Engineers no longer need to be sent to the Bureau of Design and Environment (BDE) or the Bureau of Local Roads and Streets (BLRS).] BDE will continue to transmit information regarding the Corps of Engineers nationwide permit program to affected offices via BDE Information Memoranda.

For work permitted by an individual, Corps of Engineers permit and application shall be submitted to the appropriate Corps of Engineers district office. Submittals should use the approved joint application form for Illinois, developed by the Corps of Engineers, Illinois Environmental Protection Agency, and Office of Water Resources of the Illinois Department of Natural Resources. (Informational copies of permit application submittals no longer need to be sent to BDE or BLRS.)

For all non-emergency situations, documentation of appropriate Corps of Engineers permit coverage for work in waters of the United States (i.e., a copy of the individual permit or letter from the Corps of Engineers for nationwide permit authorization) shall be included in the project contract documents submitted for letting.

- C.** Emergency. For all situations that are deemed to be an emergency in nature, the affected districts shall contact the appropriate Corps of Engineers district office (to discuss the proposed course of action and the type of authorization required) as soon as possible after it has been determined that an emergency exists. In situations where an individual permit is required, copies of the application form shall be submitted to the same parties as for non-emergency situations. The Corps of Engineers regulations authorize Corps Division engineers to approve special processing procedures in emergency situations. Where verbal instructions and/or authorizations are received from the Corps of Engineers, written requests for confirmation of the course of action and type of authorization shall be submitted to the appropriate Corps of Engineers district office.

Reconstruction of recently damaged parts of currently serviceable structures such as dikes, dams, levees, groins, riprap, breakwaters, causeways, bridge abutments, or approaches and transportation structures may be allowed in an emergency situation with no permit required. Nevertheless, the appropriate Corps of Engineers district office shall be notified as described above.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. All **districts and central bureaus** are responsible for implementing the portions of the policy that affect their operations and for informing those with later project involvements (including contractors) or applicable requirements and contract conditions.
- C. **Central bureaus** also are responsible for developing their own operating procedures to assure compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart, and
- deleted "Signature: On file" line from the Closing Notice.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Policy D&E-20, Contacting the Corps of Engineers for Dredging, Filling, and Other Work in Waters of the United States;
Effective: June 17, 2014



Illinois Department of Transportation

Departmental Policies

D&E-21

Effective Date: March 6, 2017
Review Date: March 6, 2022

CONTEXT SENSITIVE SOLUTIONS

1. POLICY

It is the policy of the Department of Transportation to embrace the principles of a Context Sensitive Solutions (CSS) process in the planning, design, construction and operation of all projects involving new construction, reconstruction, or major expansion of transportation facilities. This is pursuant to [605 ILCS 5/4-219](#).

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to provide guidelines for defining the CSS process and its uses.

4. GUIDELINES FOR IMPLEMENTATION

A. The CSS process seeks to provide cost-effective transportation facilities which involve:

- 1) A balance between mobility, community needs, and the environment while keeping safety paramount.
- 2) Involving stakeholders in the decision-making process early and continuously throughout the development of the project.
- 3) Addressing all modes of transportation in the planning and design of the project.
- 4) Using all appropriate disciplines to help plan for and design the project.
- 5) Applying the flexibility inherent in our design standards to fit a project into its surroundings and add lasting value to the communities it serves.
- 6) Incorporating aesthetics as part of basic design.

- B.** At the point where a feasibility study or Phase I study will be placed in a Multi-Year Program, a decision shall be made whether to implement or not implement the CSS process for that project. The districts shall confirm the decision by memorandum to that effect signed by the Regional Engineer. The signed memorandum shall be placed in the project file.
- C.** The CSS process shall include Stakeholder Involvement Processes that are:

 - 1) Applicable to a wide range of projects.
 - 2) Flexible and modular.
 - 3) Simple enough to avoid adding another layer of process to an already lengthy planning and design schedule.
- D.** The department is ultimately responsible for the safety and integrity of the state transportation system and therefore must make the final decisions regarding any and all aspects of the projects.
- E.** The department will establish an internal training program to educate its staff on CSS policy, approaches, and techniques.
- F.** Project elements, developed through the CSS process, may require cost participation from sources outside of the department.
- G.** The department will encourage local agencies to use CSS as a best practice in the development of local projects.
- H.** In order to determine the project's scope, elements and funding, the CSS process should commence at the earliest stages of the project's development.
- I.** In urbanized areas, the department will solicit the assistance of the Metropolitan Planning Organizations (MPOs) with the CSS process on eligible state projects within their jurisdictions.
- J.** State projects under expedited timeframes may preclude the use of a comprehensive CSS process. However, stakeholders will be involved with such projects to the extent possible under the constrained schedules.
- K.** Design elements developed by the CSS process must be constructed and maintained. Changes to the scope of such projects can only be made after additional stakeholder involvement.

5. RESPONSIBILITIES

- A.** The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy. Each signatory office or division is responsible for implementing and assuring compliance with the provisions of this policy affecting operations or policies under their jurisdiction.

- B.** The **Office of Highways Project Implementation, Office of Intermodal Project Implementation, and Office of Program Development** are responsible for ensuring compliance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart, and
- deleted "Signature: On file" line under the Closing Notice.

Archived version of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Department Policy D&E-21 Context Sensitive Solution,
Effective: November 26, 2013

D&E-22 Mandatory Pre-Bid
Conferences
Policy

Rescinded 10/15/2012



Illinois Department of Transportation

Departmental Policies

D&E-23

Effective Date: February 25, 2016
Scheduled Review Date: February 25, 2021

EROSION AND SEDIMENT CONTROL TRAINING

1. POLICY

It is the policy of the Department of Transportation to follow widely recognized and generally accepted Best Management Practices in the design and construction of erosion and sediment control on all projects subject to the department's and public airports [National Pollutant Discharge Elimination System \(NPDES\)](#) permits. This is pursuant to the 1972 amendments to the Federal Water Pollution Control Act, also known as the [Clean Water Act](#), 33 U.S.C. 1251 et seq. as authorized by the Clean Water Act, the [NPDES permit program](#), Title 40 CFR Part 122, regulates the discharge of pollutants from point sources to waters of the United States.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to establish an erosion and sediment control training program for engineering consultants and department staff and to establish a timetable for implementation.

4. GUIDELINES FOR IMPLEMENTATION

Training programs will be established for the general understanding of the [Clean Water Act](#) and specific responsibilities for design and construction of erosion and sediment control under the [NPDES permit program](#). The timetable for development of these programs will be as follows:

- A. The department will establish training materials and classes for:
 - 1) "Fundamentals of Storm Water Pollution and Erosion and Sediment Control,"
 - 2) "Erosion and Sediment Control for Designers," and
 - 3) "Erosion and Sediment Control for Construction."
- B. Engineering consultants with projects subject to the department's or airport NPDES permits shall have the following personnel/training:

- 1) Design - Engineering consultants involved with design shall have a minimum of one full-time person with current training in "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" and "Erosion and Sediment Control for Designers." This/these currently trained individual(s) will be required to sign off on all plans with a Storm Water Pollution Prevention Plan (SWPPP).
 - 2) Construction Inspection - Engineering consultants involved with construction inspection shall have a minimum of one full-time person with current training in "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" and "Erosion and Sediment Control for Construction." This/these currently trained individual(s) will be required to review the construction projects on a regular basis as directed by the department.
- C. Each Office of Highways Project Implementation's district and other offices referenced herein will have at least two staff members with current training in "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" and "Erosion and Sediment Control for Designers."
- D. Each Office of Highways Project Implementation's district and other offices referenced herein will have at least two staff members with current training in "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" and "Erosion and Sediment Control for Construction."
- E. The Central Bureau of Operations will identify staff supervising Day Labor construction contracts subject to the department's NPDES permits and ensure at least one bureau staff member has current training in "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" and "Erosion and Sediment Control for Construction."
- F. Individuals who have successfully completed "Fundamentals of Storm Water Pollution and Erosion and Sediment Control" will be considered current for an indefinite period.
- G. Individuals who have successfully completed "Erosion and Sediment Control for Designers" or "Erosion and Sediment Control for Construction" will be considered current for a period of five years.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.
- B. The **Storm Water Committee** is responsible for coordinating the training support for this policy.
- C. The **Office of Highways Project Implementation, Office of Intermodal Project Implementation, and Office of Program Development** are responsible for ensuring compliance with this policy.

D&E-24 Qualifying
Geometrics Engineers for
Approval Authority
Policy

Rescinded 1/27/2017



Illinois Department of Transportation

Departmental Policies

D&E-25

Effective Date: October 30, 2013
Scheduled Review Date: October 30, 2018

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

1. POLICY

It is the policy of the Department of Transportation to comply with [Section 504 \(49 CFR Part 27\)](#) of the Rehabilitation Act of 1973 ([29 USC 794](#)) and [Title II \(28 CFR Part 35\)](#) of the Americans with Disabilities Act (ADA) of 1990 ([42 USC 12132](#)). These acts require state and local governments to perform a self-evaluation of their current services, policies, and practices to identify areas which do not meet ADA requirements. Public agencies with 50 or more employees must then develop a transition plan and a schedule to address these deficiencies.

2. PERSONS AFFECTED

Division of Highways

3. PURPOSE

The purpose of this Policy is to direct the Division of Highways to complete an inventory of its current services, policies, and practices as a first step in the development of an ADA transition plan.

4. GUIDELINES FOR IMPLEMENTATION

The Division of Highways will complete an inventory of the following.

- A. Policies and Practices.** Each Central Bureau within the Division of Highways will inventory their policies and practices which relate to public accessibility.
- B. Services.** Each district office within the Division of Highways will inventory the following facilities and services in the public right-of-way:
 - 1. Curb ramps
 - 2. Sidewalks, if they are maintained by the State
 - 3. Crosswalks, both marked and unmarked
 - 4. Pedestrian traffic signals and push-buttons
 - 5. Rest areas
 - 6. Weigh stations

The inventory of these facilities and services will identify the type of element, establish its location in a method whereby it can be located in the field or on a map, and provide enough detail to be able to determine its level of compliance/non-compliance with the accessibility standard(s). The inventory will also be kept in an electronic format which allows for ready access to the data and generation of .pdf status/progress reports.

5. RESPONSIBILITY

A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

B. The **Division of Highways** is responsible for ensuring compliance with this policy.

CLOSING NOTICE

This is a new policy.

Signature: On file



Illinois Department of Transportation

Departmental Policies

D&E 26

Effective Date: March 7, 2017
Scheduled Review Date: March 7, 2022

ADMINISTRATIVE PROCEDURES RELATING TO MAJOR STATE BORDER BRIDGES

1. POLICY

It is the policy of the Department of Transportation to apply standards when administering activities relating to planning, programming, funding, design, construction and maintenance of major border bridges that cross rivers/ streams into bordering states.

Major state border bridges include those listed on the Illinois/Iowa and Illinois/Missouri River Bridge Agreements' Exhibit A (titled for Iowa as "Border River Bridge Tabulation" and titled for Missouri as "Jointly Maintained Mississippi River Bridges"). Major state border bridges also include bridges over the Ohio or Wabash Rivers between either Illinois and Indiana, or Illinois and Kentucky for which Illinois and the adjacent state have individual engineering, maintenance and repair, rehabilitation, reconstruction and/or construction agreements specific to each bridge.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Planning and Programming
Office of Program Development

3. PURPOSE

The purpose of this policy is to:

- A. establish programmatic and operational responsibilities for specific offices/divisions/regions/districts for all functions relating to major state border bridges;
- B. ensure administrative activities related to major state border bridges are consistent with departmental policies, uniformly applied and completed promptly; and,
- C. communicate to all affected areas of the department the ongoing major state border bridge activities and to provide an opportunity for comments or suggestions as to the appropriate actions to be taken. All involved parties shall utilize this policy in determining coordination channels during various stages of project development.

4. GUIDELINES FOR IMPLEMENTATION

A. Lead Office Activities

1) Capital Improvements

All correspondence and/or documents leading up to the development of an agreement for preliminary engineering and construction or rehabilitation of major state border bridges which are to be included for funding in the annual or multi-year construction programs shall be forwarded to the Office of Planning and Programming's (OP&P) Bureau of Programming. This bureau shall also coordinate the action necessary to notify adjoining states of the preliminary estimate of their share of design and construction costs for programming and agreement purposes.

2) Joint State/State Agreements

The central Bureau of Design and Environment (BDE) shall prepare all such agreements, coordinating as appropriate with the bureaus of Bridges and Structures (BBS), Construction (CON) and Operations (OPER), and the applicable region/district, OP&P's Bureau of Programming and the Office of Chief Counsel. BDE shall also procure the necessary signatures for execution from within the department and other party(ies) to the agreement and make appropriate distribution.

3) Project Reports and Environmental Issues

The regions/districts shall forward all correspondence and/or documents relating to environmental issues, project reports, bicycle facilities and other preliminary engineering correspondence to BDE.

4) Bridge Issues

The regions/districts shall forward all correspondence and/or documents relating to the development of plans for construction, reconstruction and bridge design to BBS and coordinate with BDE.

5) Consultant Engineering - Preliminary and Construction

Consultant selection and consultant services agreements are the responsibility of the Region/District and BDE and shall be processed in accordance with existing [Departmental Order 6-2, Selection and Control of Architect-Engineer Consultant Firms](#), and other departmental policies **after concurrence from the adjoining state via a bi-state agreement**. When Illinois is the lead state, the region/district offices shall be responsible for submitting invoices to the adjoining state for their share of the preliminary engineering costs per the bi-state agreement. When the adjoining state is the lead state, BDE shall be responsible for processing and paying invoices for Illinois' share of the preliminary engineering costs per the bi-state agreement.

6) Contract Lettings

BDE shall coordinate joint-state construction, reconstruction and/or maintenance projects that are to be let by either the state of Illinois or the adjoining state through the bi-state agreement. This includes dispersing copies of the bi-state agreement to OP&P, CON, OPER, BBS and project control. This also includes obtaining or granting approval to advertise, issue joint authorization requests to the Federal Highway Administration (FHWA), issue joint advertisements and concurrence to award projects.

7) Construction Contracts (Highway Improvement Program)

When Illinois is the lead state, CON shall administer construction contracts and make payments to Illinois' contractor, consistent with existing departmental orders and policies, and compute and notify the adjoining state of its share of construction costs, including construction supervision, per the bi-state agreement.

When the adjoining state is the lead state, BDE shall be responsible for processing and paying invoices for Illinois' share of the construction costs, including construction supervision, per the bi-state agreement.

8) Maintenance Contracts

When Illinois is the lead state, CON shall administer construction contracts for maintenance work and make payments to Illinois' contractor, consistent with existing departmental orders and policies, and compute and notify the adjoining state of its share of maintenance costs, including construction supervision, per the bi-state agreement.

When the adjoining state is the lead state, BDE shall be responsible for coordinating the contract and providing necessary information to OPER. OPER shall be responsible for processing and paying invoices for Illinois' share of the maintenance costs, including construction supervision, per the bi-state agreement.

9) Routine Operation

All correspondence relating to the day-to-day operation, traffic control, maintenance and inspection and follow-up recommendations shall be forwarded to the region/district responsible for the bridge.

B. Long-Term Activities

1) Bureau of Bridges and Structures

The continuing responsibilities for in-depth inspection and improvement recommendations for the annual and multi-year programs for major state border bridges maintained by the department shall be performed by BBS. To ensure safety and viability of these structures, BBS shall:

- a) coordinate with BDE, OP&P, and the regions/districts and develop new maintenance agreements with adjoining states where necessary to achieve uniformity and equality (reference Item 4.A.2, Joint State/State Agreements);
 - b) coordinate mutually acceptable claimable maintenance items to be used by each state to develop their annual bridge maintenance billing costs. Claimable maintenance items typically consist of those items discussed and agreed to at the annual Border River Bridge meetings, but could include other maintenance items agreed to by Illinois and the border state with whom it shares maintenance responsibility for the bridge;
 - c) coordinate with BDE for accommodation of bicycle facilities; and,
 - d) coordinate joint inspection meetings at the major state border bridges with personnel from the adjoining state and the department's personnel (including but not limited to the region/district and BBS personnel). BBS shall prepare the resulting inspection report.
- 2) Region/District Activities
- a) The appropriate region/district, with input from BBS, is responsible for identification of capital improvement requirements and ensuring same are included in the multi-year programming process in sufficient time for the adjacent state to concur and program these requirements.
 - b) The region/district office is responsible for maintaining liaison with the local district of the adjoining state to ensure continuity and effectiveness of bridge capital improvement requirements and maintenance activities.
 - c) The region/district office shall negotiate with each adjoining state (via the annual Border River Bridge meetings and through subsequent designated contacts as needed) for one accounting statement to be prepared by each state which shall include itemized costs for claimable routine maintenance of all bridges for which reimbursement is due. A single annual payment based on equal sharing shall be made by the appropriate state. OPER shall process these payments for the department. The itemized statement shall include the work activity, quantity and location of the work, date activity was performed and cost for each activity;
 - d) The appropriate region/district shall notify BBS, BDE and OP&P's Bureau of Programming of the updated proposed scope of work, estimated cost of the project and anticipated letting date at least six months in advance of the proposed letting date in order to allow sufficient time to prepare, coordinate and execute a bi-state agreement for capital improvement projects.

- e) The appropriate region/district is responsible for the day-to-day operation, maintenance (including maintenance repair activities), inspection and recommended follow-up for those bridges that are the responsibility of the Illinois Department of Transportation.
- f) The appropriate region/district shall notify BBS, BDE and OPER of the updated proposed scope of work, estimated cost and anticipated letting or start date for any Contract Maintenance or Day Labor project that requires a bi-state agreement. The notification shall be at least six months in advance of the proposed letting or start date to allow sufficient time to prepare, coordinate and execute a bi-state agreement.
- g) Appropriate records of activities and costs for each bridge combined with all other reimbursable costs for routine maintenance and operation shall be provided by the appropriate region/district to OPER for preparation of the annual invoice to the adjoining state.

5. RESPONSIBILITIES

A. All **Directors, Bureau Chiefs, and Regional Engineers** in affected offices are responsible for:

- 1) ensuring compliance with the provisions of this policy; and,
- 2) signing all agreements with bordering states for joint construction, rehabilitation, maintenance, and operation of major state border bridges in accordance with [Departmental Order 02-02: Signature Authority](#).

B. **BDE** is responsible for preparing and maintaining this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- updated office names to reflect the new organization chart,
- deleted "Signature: On file" line under the Closing Notice,
- deleted reference to DO 14-5,
- revised Section 5.B. by outlining BDE responsibilities, and
- revised archived version location.

Archived versions of this policy may be obtained by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: D&E-26, Administrative Procedures Relating to Major State Border Bridges,
Effective: March 28, 2014



Illinois Department of Transportation

Departmental Policies

D&E-27

Effective Date: January 27, 2017

Scheduled Review Date: January 27, 2022

CONTRACT LETTING INFORMATION

1. POLICY

It is the policy of the Department of Transportation to let highway construction and construction-related contracts within all reasonableness eligible to be awarded to the lowest responsive, responsible bidder within one week after bid opening. The Secretary of the Department of Transportation may allow an exception if justification is provided.

2. PERSONS AFFECTED

Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Planning and Programming
Office of Program Development

3. PURPOSE

The purpose of this policy is to award highway construction and construction-related contracts in a responsible and expeditious manner.

4. GUIDELINES FOR IMPLEMENTATION

- A. [BDE 488: Certification Acceptance/Project Status](#) shall be certified by the Regional Engineer to be true and correct.
- B. The Office of Program Development, Central Bureaus, and District Offices are responsible for notifying the Bureau of Design and Environment no later than two weeks prior to each bid opening date if any required approval or clearance is lacking.
- C. The Bureau of Design and Environment shall withdraw from a letting any contract that lacks the required approvals or clearances.

5. RESPONSIBILITIES

- A. The **Office of Program Development, Bureau of Design and Environment** is responsible for preparing and maintaining this policy.

- B.** The **Office of Highways Project Implementation, Office of Intermodal Project Implementation, Office of Planning and Programming, and Office of Program Development** are responsible for ensuring compliance with this policy.

CLOSING NOTICE

This is a new policy.



Illinois Department of Transportation

Departmental Policies

D&E-28 (Formerly ORDER 6-4)

Effective Date: 06/30/16

Scheduled Review Date: 06/30/21

LEGAL SUFFICIENCY REVIEW OF ENVIRONMENTAL DOCUMENTS

1. POLICY

It is the policy of the Department of Transportation that all Preliminary Draft Environmental Assessments and Preliminary Draft Environmental Impact Statements subject to the [National Environmental Policy Act \(NEPA\)](#) shall be reviewed by the Office of Chief Counsel for legal sufficiency.

2. PERSONS AFFECTED

Office of Business and Workforce Diversity
Office of Chief Counsel
Office of Highways Project Implementation
Office of Intermodal Project Implementation
Office of Program Development

3. PURPOSE

The purpose of this policy is to provide for the review of preliminary draft environmental documents subject to [NEPA](#) and requiring a legal sufficiency determination.

4. GUIDELINES FOR IMPLEMENTATION

- A. As outlined in the [Bureau of Design and Environment Manual](#), the Bureau of Design and Environment (BDE) shall send all preliminary Draft Environmental Impact Statements to the Office of Chief Counsel for review and comment while submitting these documents to the applicable federal agency(ies) for concurrent review.
- B. The Office of Chief Counsel shall return these documents, with comments, within four weeks of receipt to BDE. If after four weeks, and no comments are received from the Office of Chief Counsel, the documents shall continue to be processed by BDE.
- C. BDE shall send all comments to the appropriate district or office personnel.
- D. The district or office personnel involved in each project shall make all necessary revisions in accordance with comments received.

5. RESPONSIBILITIES

- A. The **districts** and affected **department offices**, as appropriate, are responsible for sending environmental documents subject to NEPA to BDE for review and for implementing the applicable provisions of the BDE Manual.
- B. **BDE** shall be responsible for coordinating the preliminary review of Draft Environmental Assessments and Draft Environmental Impact Statements and forwarding to the Office of Chief Counsel.
- C. The **Office of Chief Counsel** shall be responsible for reviewing Draft Environmental Assessments and Draft Environmental Impact Statements for legal sufficiency, commenting, and returning comments to BDE in accordance with this policy.

6. REVISION HISTORY

Changes to this policy included in this version include:

- re-categorized from a departmental order to a departmental policy,
- changed the title from “Legal Review of Negative Declarations and Environmental Impact Statements” to “Legal Sufficiency Review of Environmental Documents”,
- updated the Policy and Purpose to accurately reflect BDE policy,
- added the “Persons Affected” section,
- updated to include additional modes,
- updated Guidelines for Implementation to accurately reflect BDE policy,
- added reference to the Bureau of Design and Environment Manual,
- updated responsibilities for the Office of Chief Counsel, Bureau of Design and Environment, districts, and other affected department offices, and
- minor editorial changes and formatting updates.

Archived version of this policy may be examined by contacting the Bureau of Design and Environment.

CLOSING NOTICE

Supersedes: Departmental Order 6-4: Legal Review of Negative Declarations and Environmental Impact Statements, July 1, 1992



COMPUTER AIDED DESIGN, DRAFTING, MODELING, AND DELIVERABLES MANUAL

Executive Directive #: DE-29 Version: 1.00
Approved by: Priscila Tobias, Paul Loete
Date: April 27, 2017
Review Period: April 27, 2022

1. POLICY

It is the policy of the Department of Transportation to publish and maintain a manual which provides guidance for Computer Aided Design and Drafting (CADD) that shall be used for the preparation of:

- roadway plans for the Illinois Department of Transportation,
- structure plans for the Illinois Department of Transportation,
- three-dimensional (3D) models used for measurements and Automated Machine Guidance (AMG) in construction projects of the Illinois Department of Transportation, and
- deliverable files to various units within the Illinois Department of Transportation at various stages in the project lifecycle.

The title of the Manual is the [Computer Aided Design, Drafting, Modeling and Deliverables Manual](#) (hereafter referred to as the “CADD Manual”).

2. PERSONS AFFECTED

Office of Program Development
Office of Highways Project Implementation

3. PURPOSE

The purpose of this policy is to establish a manual to promote the consistent and efficient development of roadway and structure construction plans and 3D models for Illinois Department of Transportation highway improvement projects. The *CADD Manual* defines requirements for providing acceptable deliverables throughout all phases of a project in a uniform format.

4. GUIDELINES FOR IMPLEMENTATION

- A. The *Computer Aided Design, Drafting, Modeling and Deliverables Manual (CADD Manual)* is a substantial revision and consolidation of previous versions of the *CADD Roadway Drafting Reference Guide*, *CADD Structures Drafting Reference Guide*, and the *CADD Roadway and Structures Project Deliverables Policy*, which were maintained by the Bureau of Bridges and Structures.
- B. The [CADD Manual](#) is effective on the date of implementation of this policy. The *CADD Manual* is provided in an electronic format and the current version can be located on the department's website.

5. RESPONSIBILITIES

- A. The **Bureau of Design and Environment** is responsible for preparing and maintaining this policy and the associated *CADD Manual*. The manual is reviewed during use and updated as necessary. All projects on the State Highway System developed by the district offices, consultants working on behalf of the districts, or other agencies, shall be in compliance with this policy and the *CADD Manual*.
- B. The **Bureau Chief of Design and Environment** is the owner of the *CADD Manual* and has approval signature authority.

6. REVISION HISTORY

This is a new executive directive.

7. CLOSING NOTICE

Supersedes: Departmental Policy BBS-14: Computer-Aided Design Drafting (5/15/13)
 CADD Roadway Drafting Reference Guide
 CADD Structures Drafting Reference Guide
 CADD Roadway and Structures Project Deliverables Policy

Attachment(s): [Computer Aided Design, Drafting, Modeling and Deliverables Manual](#)

Signature(s): on file

Archive versions of this and all directives may be accessed by contacting the Document Services Unit in the Bureau of Business Services at DOT.Policy@illinois.gov.